OTEC/371.4042/059DE/M

Ontario
Ministry of Education
and Training

Register of Daily Attendance for Elementary Schools

School year 1995-1996

Retention

The Ministry of Education and Training requires that, for audit purposes, the current year's Register and the Registers for the three (3) previous school years be retained. Retention beyond that minimum period is to be in accordance with the board's record management program under section 171 (1), Para. 38 of the Education Act.

It is the duty of a principal of a school, in addition to the principal's duties as a teacher, "to register the pupils and to ensure that the attendance of pupils for every school day is recorded either in the register supplied by the Minister in accordance with the instructions contained therein or in such other manner as is approved by the Minister,"
The Education Act, Section 265(c)

Freedom of Information and Protection of Individual Privacy Act

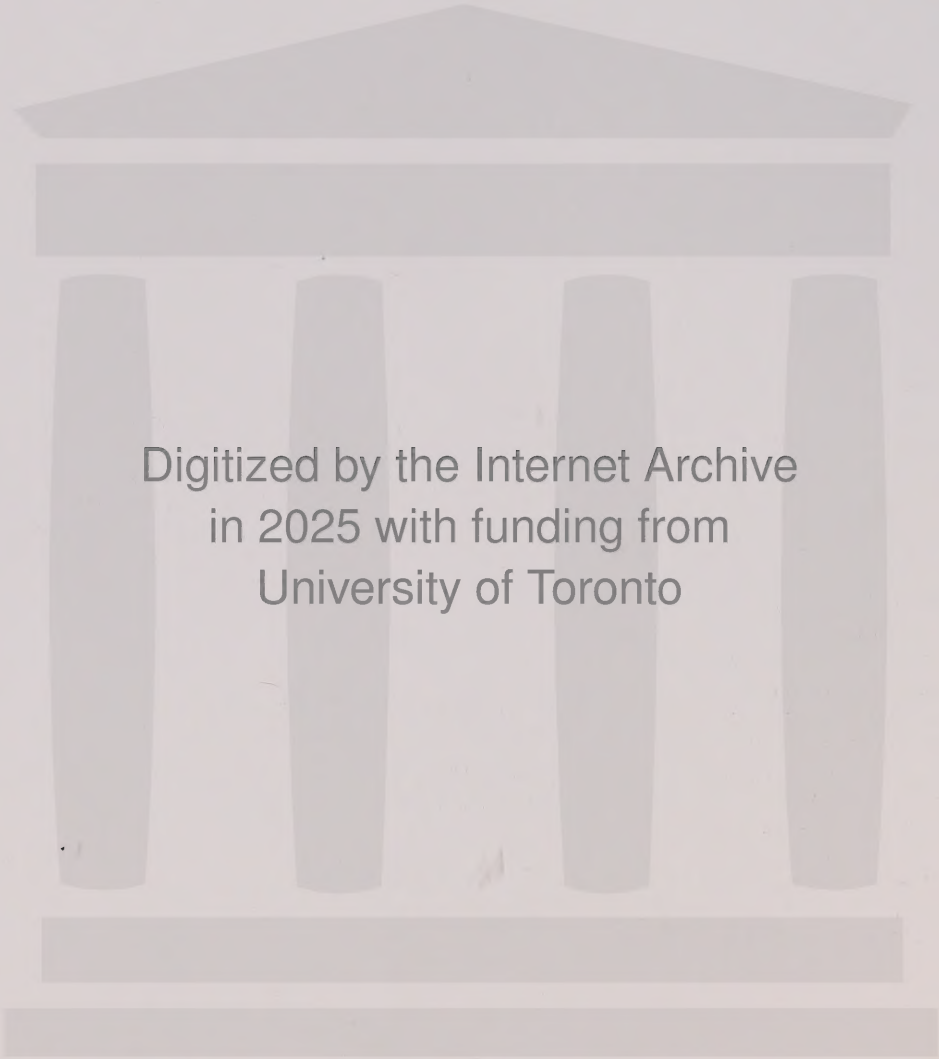
Authorization for the collection of this information is found in part II of the Education Act.

This information is required for administrative purposes. For additional information concerning this collection contact the principal of the school.

School

Grade

Teacher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REGISTER OF DAILY ATTENDANCE FOR ELEMENTARY SCHOOLS

AT THE .....

(Official Name of School)

FROM SEPTEMBER 1995 TO JUNE 1996

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SCHOOL YEAR AND SCHOOL HOLIDAYS

In accordance with Ontario Regulation 304, School Year and School Holidays, a school year shall include a minimum of 194 school days of which up to 9 days may be designated as professional activity days and the remaining school days shall be instructional days. Boards shall prepare, adopt and submit to the regional directors of education, Ministry of Education and Training, on or before **May 1** each year, the school calendar or school calendars to be followed in the schools in its jurisdiction. Each school calendar shall identify:

(a) the school or schools in which the calendar is to be followed;
(b) each day of the school year as an instructional day, a professional activity day or a school holiday.

School Holidays	1995 - 96
Labour Day	Sept. 4
Thanksgiving Day	Oct. 9
Christmas Holidays	Dec. 25 - Jan. 5
Mid - Winter Break	Mar. 11 - 15
Good Friday	April 5
Easter Monday	April 8
Victoria Day	May 20

INSTRUCTIONS FOR USE OF REGISTER

SIGNIFICANT CHANGES

There are no significant changes to the Attendance Register this year.

1. USE OF REGISTER

The REGISTER OF DAILY ATTENDANCE FOR ELEMENTARY SCHOOLS has been prepared for use by elementary schools. It has been designed assuming that such schools operate classes on a non-rotary basis and that a separate register is to be kept for each classroom that is a home room.

The SECONDARY SCHOOL REGISTER which has been prepared for use by secondary schools includes directions applicable only to higher grades of secondary, e.g. co-operative education, and has been designed for schools operated on a rotary basis with a single register being used for a whole school.

The Register used does not in itself determine whether enrolment is elementary or secondary.

The Ministry has prepared instructions specifically for schools which have received written approval from the Ministry to use a computer-produced register in lieu of the Ministry's Registers.

The Register is to include pupils enrolled full-time and half- time.

A Register is to be prepared for kindergarten pupils enrolled on a half-day basis. A separate Register is to be kept for kindergarten pupils enrolled on a full-day basis.

Part-time enrolment (e.g. Junior Kindergarten and Kindergarten pupils who registered for less than half-time enrolment) is to be shown in the Part-time Enrolment Register.

However, the Register of Daily Attendance for Elementary Schools should be used for junior kindergarten and kindergarten pupils enrolled in a combined program. Such pupils are reported as part-time enrolment for September Report Purposes.

The Part-Time Enrolment Register may also be used for classroom instruction for a child who is otherwise excused from compulsory attendance because the child is receiving satisfactory instruction at home or elsewhere (e.g. 'Home schooling' or private school). It is **only** the in-school instruction **provided by the board** that is to be recorded

Part-time ENROLMENT, other than a combined junior kindergarten and kindergarten program, is recorded in the PART-TIME ENROLMENT REGISTER. However, the ATTENDANCE of part-time pupils is included in a separate REGISTER OF DAILY ATTENDANCE FOR ELEMENTARY SCHOOLS; an appropriate notation is to be made on the cover of that REGISTER OF DAILY ATTENDANCE FOR ELEMENTARY SCHOOLS. (e.g. "Part-time") **That** register will NOT form part of the enrolment record of the school (will not be used for preparing the School September Report).

2. RECORDING ATTENDANCE

The following symbols indicate conditions of attendance:

	leave blank
Present all day	
Absent all day	A
Absent in forenoon	A/
Absent in afternoon	/A
Late in forenoon	L/
Late in afternoon	/L
"G" Day	G
1/2 "G" Day in forenoon	G/
1/2 "G" Day in afternoon	/G
Professional Activity Day	PA

Social Contract unpaid leave days taken in lieu of professional activity days should be recorded as "PA".

3. HORIZONTAL LINES

1) Where a pupil is admitted in September, **after the first school day**, a horizontal line is to be drawn from the initial vertical green line to the beginning of the column which indicates the date on which the pupil is admitted, as illustrated on page 8, Pupil #'s 23, 24, 25, 26, 27, 28, 29, 30. A pupil's name is NOT to be entered in the attendance register until **the day that the pupil commences to attend classes** and in respect of the month in which the pupil is admitted, a horizontal line is to be drawn through all dates up to the date on which the pupil is admitted. Where the pupil is admitted in October or later, a horizontal line for each month that the pupil was not in attendance is to be drawn from the initial vertical green line in September through all columns of the left page, as illustrated on page 8 Pupil #'s 31, 32, 33, 34, 35. In the month in which the pupil is admitted, the horizontal line is to end at the beginning of the column which indicates the date on which the student is admitted.

Where a pupil **transfers or retires**, a horizontal line is to be drawn through the blank spaces from the right of the column indicating the last day of attendance to the terminal vertical green line on the left page, as illustrated on page 8, Pupil #'s 7, 16, 20 22. For each subsequent month, the horizontal line is to be drawn through all columns of the left page.

4. ABSENT YEAR TO DATE -- (col. 4)

"Soft Fold" previous month's page to expose Cols. 3 & 4 (current month) to facilitate completion of the "Absent Year to Date" Column.

5. RECORDING GENERAL ABSENCE ("G" DAYS)

"G" days indicate absence

-- for the whole class for the following reasons:
(a) school closed under the Public Health Act;
(b) legally proclaimed municipal holiday;
(c) religious holy day;
(d) failure of transportation arrangements caused by inclement weather;
(e) breakdown of the school heating plant or similar emergency;
(f) a day on which a school is closed by the Queen's representative, the Minister, or a school board.

-- for individual pupils for the following reasons:
(a) religious holy day;
(b) participating in a Supervised Alternative Learning for Excused Pupils program in accordance with Ontario Regulation 308. *NOTE: when the pupil is no longer of compulsory school age, the pupil is to be retired from the enrolment of the school.
(c) failure of transportation arrangements caused by inclement weather.
(d) to receive instruction in music up to 1/2 day in any week
(e) **is under suspension**
(f) serving in Ontario Legislature as a Legislative Page

The reason for the "G" day is to be entered under Explanatory Notes. With respect to application to the whole class, enter "G" beside the name of the first and last student and join by a line.

"G" Days are not also to be reported as an "absence" e.g. in a report that summarizes or accumulates the number of days absent.

6. HOME INSTRUCTION

Where the **board** provides instruction for a pupil at home, the pupil's attendance is to be recorded in the same manner

as if the pupil were attending the school. The comment "Home Instruction from ..... to ....." is to be entered under Explanatory Notes. See Pupil #4.

Home Instruction requires, under Section 11 (1) of Ontario Regulation 298 Operation of Schools - General, that the principal has been provided medical evidence that the pupil cannot attend school.

It does not apply to the situation where a child is excused from compulsory attendance provisions because the parents are providing satisfactory instruction at home. "Home schooling" as such, is not to be included in this Register; however, classroom instruction provided by the school to a child who is otherwise a "Home schooling" pupil may be included in the Part-time Register.

7. SUSPENSIONS

The 'attendance' of a pupil who has been suspended is to be shown as a "G" Day and appropriate documentation retained and notation made in the Explanatory Notes.

8. ADMISSIONS

1) A pupil's name may not be entered in the attendance register **until the day that the pupil commences to attend classes** during the current school year. The date is to be recorded in Col. B or C, page 10 as illustrated on page 6.

   Therefore, junior kindergarten and kindergarten classes with staggered entry, are to report various dates of pupil admission reflecting the first dates of attendance for the different groupings of students.

2) **Internal Admission**
   refers to a pupil,
   (a) whose name, on the last day of the previous school year, was on the roll of the **same school**.
   (b) who, during the current school year, is entered on the roll of a classroom after having transferred from **another classroom** in the **same school**. (See pupil #24 as illustrated on pages 8 & 9), or
   (c) where there has been a change in the pupil's timetable during the school year and as a result the pupil meets the full-time criteria (was previously part-time).

3) **External Admission**
   refers to a pupil,
   (a) who enrols for the first time at a school, see Pupil #'s 6, 10, 12, 17, 27, 29, 31, 33 or
   (b) who, having transferred or retired, **re-enrols** at the school. If the pupil re-enrols, his name is to be entered again at the end of the class list, see Pupil #35

9. TRANSFERS AND RETIREMENTS

1) **Internal Transfer** refers to a pupil who **leaves one classroom** and becomes an internal admission in **another classroom** at the **same school** and also includes situations where a change in a pupil's timetable results in the pupil becoming a part-time pupil (was previously full-time). (See Pupil #16 as illustrated on pages 8 & 9.)

2) **External Transfer** refers to a pupil who withdraws from a publicly-supported school in Ontario and enrols in another publicly-supported school in Ontario. (See Pupil #'s 7 and 22 as illustrated on pages 8 & 9.)

3) **Retirement** refers to a pupil who withdraws from a publicly-supported school in Ontario and **does not** enrol in **another publicly-supported** school in Ontario. See Pupil #20 as illustrated on pages 8 & 9. However, a pupil 'transferred' to a care and treatment centre shall be considered as an external transfer rather than a retirement.

4) Where a pupil transfers or retires, the transfer or retirement is to be effective the day following the last day of attendance and shown as a transfer or retirement in the summary column for that month.

5) The destination, of a pupil who transfers or retires, is to be recorded under Explantory Notes.

6) The date on which a pupil is transferred or retired is to be entered in Col. D, E or F on page 10 and in the Explanatory Notes in Col. 1 on the applicable monthly page.

7) The principal shall ensure that a pupil is recorded immediately as a transfer or a retirement. Where a pupil transfers or retires without first notifying the school and prior to 15 consecutive days of absence the school becomes aware the student has left, the effective date of the register transfer or retirement will be the day following the day the school became aware of the student 's status (within the 15 day period).
   Note - Letters requesting Ontario Student Records received from a pupil's new school should be date stamped. This is one way the original school can confirm the date the school staff became aware of a student transfer.

10. ENROLMENT SUMMARY

In September, all classrooms begin with a "nil enrolment", as illustrated on page 11. The enrolment on the last school day of the previous month, plus the sum of Internal and External ADMISSIONS for the month, less the sum of Internal and External TRANSFERS and RETIREMENTS for the month is the "Net Enrolment Last Day of Current Month". **Pages 10 and 11 are to be completed.**

The enrolments shown in the Enrolment Summary for the months requiring the teacher's signature are the only legal source of the enrolments reported in the School September Report. It is those enrolments that are used for grants purposes.

11. PROLONGED ABSENCE

(a) After 15 consecutive school days of absence, a pupil shall be shown as **retired** on the **sixteenth day**.

(b) Notwithstanding (a), a pupil may be maintained on the register beyond fifteen consecutive days of absence, but less than thirty consecutive days if the principal has,
   (i) documentation from the pupil/parent which indicates an expected date of return, or
   (ii) evidence of a referral to the attendance counsellor *(**Note:** a referral to the attendance counsellor for a pupil 16 years of age or over, requires appropriate consent.)*

(c) Further to (b), the retention of a non-attending pupil on a register in any subsequent 15 day period **requires a report from the attendance counsellor at the beginning of each subsequent 15 day period**. Where for any reason, there is no such report from the attendance counsellor, the pupil is to be shown as a retirement (e.g. 31st day, 46th day).

A "G" Day or "PA" Day occuring within what otherwise would be an unbroken series of days absent, does not break the series for purposes of the "15 day rule".

In instances of seriously-ill pupils, it will be sufficient for the attendance counsellor to provide successive 15 day reports based on the attendance counsellor's satisfaction that there is no change of status.

It is the school's responsibility to contact the parent of the pupil, or the pupil where the pupil is an adult, in order to determine why the pupil has not been in attendance. A record of the contacts and documentation from pupil/parent and documentation both to and from attendance counsellors is to be retained in the same location as the registers. The

removal of the pupil's name from the register, does not negate the obligations required under the Education Act for compulsory attendance; the attendance counsellor is to be advised of the removal of names from the register of pupils of compulsory school age (including those who may have been shown a retired on the sixteenth day of prolonged absence).

12. SUPERVISED ALTERNATIVE LEARNING FOR EXCUSED PUPILS

Where a pupil participates in a Supervised Alternative Learning for Excused Pupils program in accordance with Ontario Regulation 308, the pupil's enrolment should be recorded as full-time in the Register. The symbol "G" is to be used to indicate the day or part-day participation of the pupil in the program.

The principal of the school is to maintain a list of all such pupils in the school showing the date of the commencement of the program and the pupil's name.

13. FULL-TIME, HALF-TIME & PART-TIME ENROLMENT

Full-time pupils - include all pupils other than junior kindergarten and kindergarten pupils who are registered for classroom instruction for an average of 210 minutes or more per school day.

Half-time pupils - in the regulations, the term "half-time pupil" is defined as pertaining **only** to junior kindergarten and kindergarten pupils who are not part of a combined program and includes all such pupils enrolled who are registered for classroom instruction for an average of at least 150 minutes per school day. ***Note:*** *This also applies to kindergarten pupils enrolled on a full-day basis. (However, information concerning the additional half-day will be requested in the September Report.)*

Part-time pupils - include, subject to the definition of half-time pupils above:

(a) junior kindergarten and kindergarten pupils who are registered for less than half-time,
(b) junior kindergarten and kindergarten pupils enrolled in a combined program.
(c) all other pupils who are registered for classroom instruction for an average of less than 210 minutes per school day.

The **enrolment** and **attendance** of **half-time and part-time** pupils is to be recorded in a separate register(s) from full-time pupils, with an appropriate identification on the cover of the register.

14. RESIDENT PUPIL

A resident pupil is one who, under the Act is qualified to be enrolled and attends the school, except one described as a non-resident in item 15. The definition "Resident pupil" includes a pupil whose fee is receivable from the pupil, his parent or guardian, resident in Ontario, where such pupil **not** a non-resident as in item 15, and where the fee charged is not in excess of the amount prescribed under the Calculation of Fees for Pupils Regulation (in 1995, $74.00) per month, increased for certain costs as permitted in the Calculation of Fees for Pupils Regulation.

15. NON-RESIDENT PUPIL

A non-resident pupil enrolled at the school is to be indicated by N.R. preceding the pupil's name on page 10. The board or agency, including parent or guardian in the case of pupils from outside Ontario, responsible for the payment of the fee is to be shown on page 10 in Column A under the gate-fold, as illustrated on page 6 for Pupil #'s 10, 12, 14, 17, 27, 31, 33.

Non-resident enrolment includes all pupils for whom the board charges a fee **except** those for whom the board charges a fee to parents or guardians resident in Ontario (see item 14).

Also included are pupils for whom provision exists for the board to charge a fee to Canada, to an Indian Band, a board appointed under section 68 of the Education Act or to a source outside Ontario, **whether or not** a fee is in fact charged. A source outside Ontario is considered to include a pupil who is in Canada as a visitor or as a student under the Immigration Act, 1976 (Canada).

Also identify as non-resident, pupils for whom the board is claiming cost for education from the Minister.

The Minister may pay cost of education for the following,

-- a pupil

(a) who resides in a part of a territorial district that is not in a school division, a school section or a separate school zone; as illustrated on page 9 by Pupil #10;
(b) who resides in an Ontario Government Establishment and whose parent or guardian is not assessable for school purposes;
(c) who is resident within
  (i) a psychiatric facility
  (ii) an approved charitable institution as defined in the *Charitable Institutions Act*,
  (iii) an agency approved under subsection 8(1) of Part 1 (Flexible Services) of the *Child and Family Services Act,*
  (iv) an approved home as defined in the *Homes for Retarded Persons Act,*
  (v) a home for special care approved or licensed under the *Homes for Special Care Act*; or
  (vi) a home approved or licensed under the *Nursing Homes Act;*
  (vii) a place of secure custody or open custody designated under section 24 of the *Young Offenders Act (Canada)* or place of temporary detention designated under subsection 7(1) of that Act.
(d) who is detained in a place of temporary detention, open custody or secure custody continued or established under subsection 89 (1) or Part IV (Young Offenders) of the *Child and Family Services Act.*
(e) who is detained in a correctional institution as defined in the *Ministry of Correctional Services Act;*
(f) who is placed in an approved home as defined in the *Mental Hospitals Act;* or
(g) who is a ward of the Crown under Part III (Child Protection) of the *Child and Family Services Act*, a ward of a children's aid society or in the care of a children's aid society and who has not been placed for adoption on a probationary basis.

16. PUPILS ENROLLED IN MORE THAN ONE SCHOOL

The enrolment of pupils enrolled in more than one school within the same board shall be reported by the **school where the O.S.R. is retained.**

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   (c) where there has been a change in the pupil's timetable during the school year and as a result the pupil meets the full-time criteria (was previously part-time).

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11. PROLONGED ABSENCE

(a) After 15 consecutive school days of absence, a pupil shall be shown as **retired** on the **sixteenth day**.

(b) Notwithstanding (a), a pupil may be maintained on the register beyond fifteen consecutive days of absence, but less than thirty consecutive days if the principal has,
   (i) documentation from the pupil/parent which indicates an expected date of return, or
   (ii) evidence of a referral to the attendance counsellor ***(Note:** a referral to the attendance counsellor for a pupil 16 years of age or over, requires appropriate consent.)*

(c) Further to (b), the retention of a non-attending pupil on a register in any subsequent 15 day period **requires a report from the attendance counsellor at the beginning of each subsequent 15 day period**. Where for any reason, there is no such report from the attendance counsellor, the pupil is to be shown as a retirement (e.g. 31st day, 46th day).

A "G" Day or "PA" Day occuring within what otherwise would be an unbroken series of days absent, does not break the series for purposes of the "15 day rule".

In instances of seriously-ill pupils, it will be sufficient for the attendance counsellor to provide successive 15 day reports based on the attendance counsellor's satisfaction that there is no change of status.

It is the school's responsibility to contact the parent of the pupil, or the pupil where the pupil is an adult, in order to determine why the pupil has not been in attendance. A record of the contacts and documentation from pupil/parent and documentation both to and from attendance counsellors is to be retained in the same location as the registers. The

removal of the pupil's name from the register, does not negate the obligations required under the Education Act for compulsory attendance; the attendance counsellor is to be advised of the removal of names from the register of pupils of compulsory school age (including those who may have been shown a retired on the sixteenth day of prolonged absence).

12. SUPERVISED ALTERNATIVE LEARNING FOR EXCUSED PUPILS

Where a pupil participates in a Supervised Alternative Learning for Excused Pupils program in accordance with Ontario Regulation 308, the pupil's enrolment should be recorded as full-time in the Register. The symbol "G" is to be used to indicate the day or part-day participation of the pupil in the program.

The principal of the school is to maintain a list of all such pupils in the school showing the date of the commencement of the program and the pupil's name.

13. FULL-TIME, HALF-TIME & PART-TIME ENROLMENT

Full-time pupils - include all pupils other than junior kindergarten and kindergarten pupils who are registered for classroom instruction for an average of 210 minutes or more per school day.

Half-time pupils - in the regulations, the term "half-time pupil" is defined as pertaining **only** to junior kindergarten and kindergarten pupils who are not part of a combined program and includes all such pupils enrolled who are registered for classroom instruction for an average of at least 150 minutes per school day. ***Note:*** *This also applies to kindergarten pupils enrolled on a full-day basis. (However, information concerning the additional half-day will be requested in the September Report.)*

Part-time pupils - include, subject to the definition of half-time pupils above:

(a) junior kindergarten and kindergarten pupils who are registered for less than half-time,
(b) junior kindergarten and kindergarten pupils enrolled in a combined program.
(c) all other pupils who are registered for classroom instruction for an average of less than 210 minutes per school day.

The **enrolment** and **attendance** of **half-time and part-time** pupils is to be recorded in a separate register(s) from full-time pupils, with an appropriate identification on the cover of the register.

14. RESIDENT PUPIL

A resident pupil is one who, under the Act is qualified to be enrolled and attends the school, except one described as a non-resident in item 15. The definition "Resident pupil" includes a pupil whose fee is receivable from the pupil, his parent or guardian, resident in Ontario, where such pupil **not** a non-resident as in item 15, and where the fee charged is not in excess of the amount prescribed under the Calculation of Fees for Pupils Regulation (in 1995, $74.00) per month, increased for certain costs as permitted in the Calculation of Fees for Pupils Regulation.

15. NON-RESIDENT PUPIL

A non-resident pupil enrolled at the school is to be indicated by N.R. preceding the pupil's name on page 10. The board or agency, including parent or guardian in the case of pupils from outside Ontario, responsible for the payment of the fee is to be shown on page 10 in Column A under the gate-fold, as illustrated on page 6 for Pupil #'s 10, 12, 14, 17, 27, 31, 33.

Non-resident enrolment includes all pupils for whom the board charges a fee **except** those for whom the board charges a fee to parents or guardians resident in Ontario (see item 14).

Also included are pupils for whom provision exists for the board to charge a fee to Canada, to an Indian Band, a board appointed under section 68 of the Education Act or to a source outside Ontario, **whether or not** a fee is in fact charged. A source outside Ontario is considered to include a pupil who is in Canada as a visitor or as a student under the Immigration Act, 1976 (Canada).

Also identify as non-resident, pupils for whom the board is claiming cost for education from the Minister.

The Minister may pay cost of education for the following,

-- a pupil

(a) who resides in a part of a territorial district that is not in a school division, a school section or a separate school zone; as illustrated on page 9 by Pupil #10;
(b) who resides in an Ontario Government Establishment and whose parent or guardian is not assessable for school purposes;
(c) who is resident within
  (i) a psychiatric facility
  (ii) an approved charitable institution as defined in the *Charitable Institutions Act*,
  (iii) an agency approved under subsection 8(1) of Part 1 (Flexible Services) of the *Child and Family Services Act*,
  (iv) an approved home as defined in the *Homes for Retarded Persons Act*,
  (v) a home for special care approved or licensed under the *Homes for Special Care Act*; or
  (vi) a home approved or licensed under the *Nursing Homes Act;*
  (vii) a place of secure custody or open custody designated under section 24 of the *Young Offenders Act (Canada)* or place of temporary detention designated under subsection 7(1) of that Act.
(d) who is detained in a place of temporary detention, open custody or secure custody continued or established under subsection 89 (1) or Part IV (Young Offenders) of the *Child and Family Services Act.*
(e) who is detained in a correctional institution as defined in the *Ministry of Correctional Services Act;*
(f) who is placed in an approved home as defined in the *Mental Hospitals Act;* or
(g) who is a ward of the Crown under Part III (Child Protection) of the *Child and Family Services Act*, a ward of a children's aid society or in the care of a children's aid society and who has not been placed for adoption on a probationary basis.

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The enrolment of pupils enrolled in more than one school within the same board shall be reported by the **school where the O.S.R. is retained.**

This provision does not apply if the enolment is in two different boards.

Non-Resident	Date of Month NAMES OF PUPILS (surname preceding)	Grade
	Acton, Lynn	
	Baker, Catherine	
	Bibi, Zainab	
	Blackwell, Jonathan	
	Caruso, Mary	
	Dillon, Paul	
	Ellis, Geoff	
	Ennis, Dawn	
	Figueroa, Roberta	
NR	Gbiree, Atheel	
	Javed, Asim	
NR	Lei, Man Ying	
	Mayer, Nicoly	
NR	Mullen, Jodi A.	
	Ng Kenneth	
	O'Reilly, Robert	
NR	Owen, Christy	
	Park, John	
	Raz, Leah	
	Tripathi, Raj	
	Visneski, Sylvia	
	Watson, Scott	
	Wolfram, Rafael	
	Budner, Timothy	
	Jordan, Paul	
	Akoodie, Mohammed	
NR	Salvosa, Omar	
	Morin, Gilles	
	Upond, Patti	
	Olmson, Nicole	
NR	La Plante, Françoise	
	Hare, Diane	
NR	Scord, Valerie	
	Morris, Paul	
	Tripathi, Raj see #20	

Section 213(2)
of the Education Act,
provides that
". . . every teacher who keeps
a false school register
or makes a false return
is guilty of an offence
and on conviction
is liable to a fine
of not more than
$200.00".

← Column A under gatefold

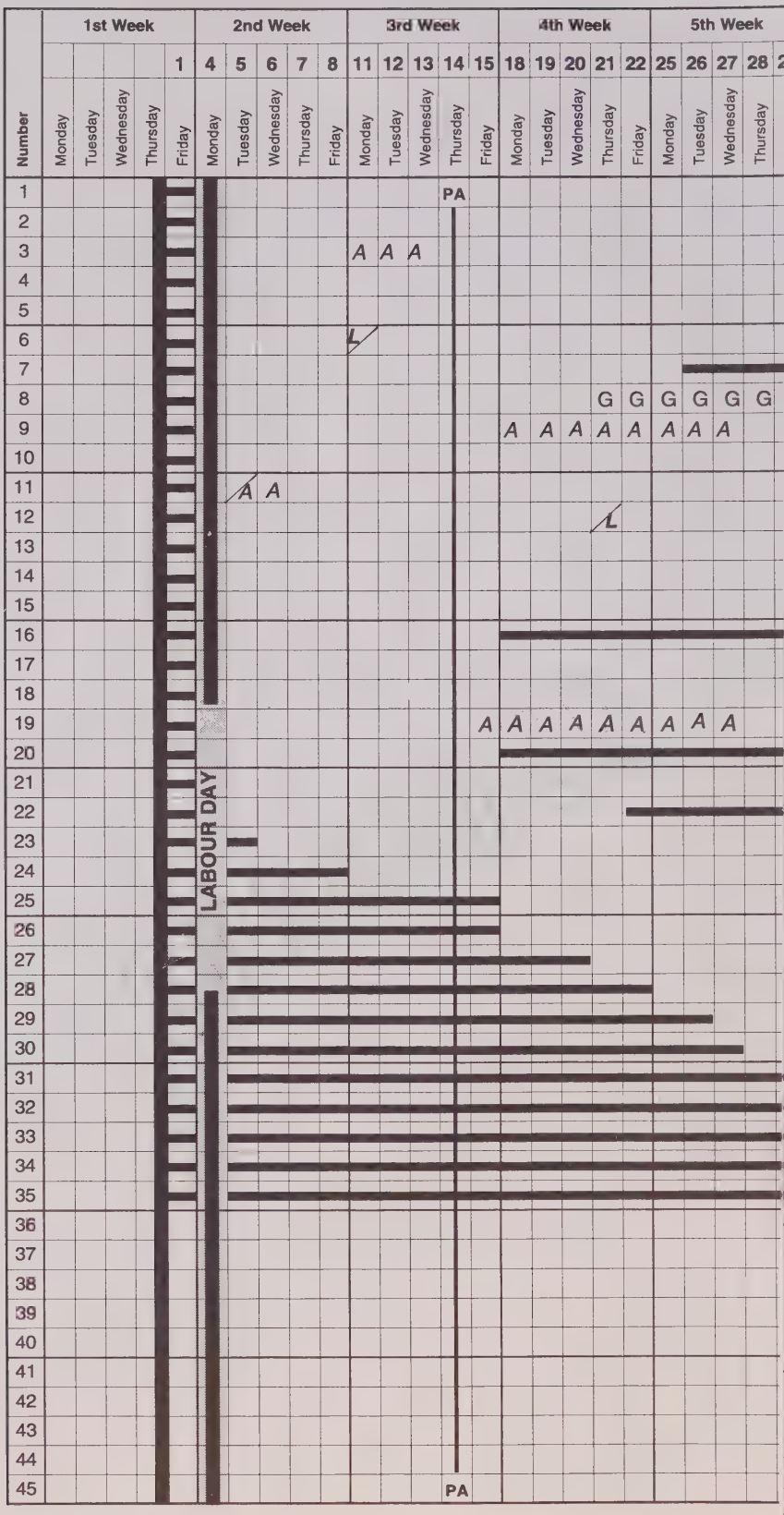
A	B	C	D	E	F	
Board or Agency Responsible for Payment of Non-Resident Fees	Admissions		Transfers Out of Class		Retirements (Not Enrolled in Another Publicly-Supported School in Ontario)	
Number	Internal (Within School)	External (Outside School)	Internal (Within School)	External (Outside School)		Number
	1 Sept. 5					1
	2 Sept. 5					2
	3 Sept. 5				May 6	3
	4 Sept. 5					4
	5 Sept. 5					5
	6	Sept. 5				6
	7 Sept. 5			Sept. 26		7
	8 Sept. 5					8
	9 Sept. 5					9
Fees receivable from Minister of Ed. & Training	10	Sept. 5	Oct. 13			10
	11 Sept. 5					11
Fees receivable from Hasting County Brd. of Education	12	Sept. 5				12
	13 Sept. 5					13
C.A.S. classification as Non-Resident	14 Sept. 5					14
	15 Sept. 5			May 3		15
	16 Sept. 5		Sept. 15			16
Fees receivable from Peel Brd. of Education	17	Sept. 5				17
	18 Sept. 5					18
	19 Sept. 5					19
	20 Sept. 5				Sept. 19	20
	21 Sept. 5					21
	22 Sept. 5			Sept. 22		22
	23 Sept. 6					23
	24 Sept. 11					24
	25 Sept. 18		Oct. 5			25
	26 Sept. 18					26
Fees receivable from Minister of Ed. & Training	27	Sept. 22			Feb. 2	27
	28 Sept. 25					28
	29	Sept. 28				29
	30 Sept. 29					30
Fees receivable from Canada	31	Oct. 13				31
	32 Nov. 9					32
Fees receivable from parent resident outside Ontario	33	Jan. 8				33
	34 Jan. 11					34
	35	Mar. 18				35
	36					36
	37					37
	38					38
	39					39
	40					40
	41					41
	42					42
	43					43
	44					44
	45					45

ENROLMENT SUMMARY

G	H	I	J	K	L	M	N	O
Month	Enrolment last school day of previous month	**Admissions**		**Transfers** Out of Class		**Retirements** (Not enrolled in another publicly-supported school in Ontario)	Net enrolment last school day of current month	Signature of teacher
		Internal (within school)	External (outside school)	Internal (within school)	External (outside school)			
September	**NIL** Should not relate to June enrolment	24	6	1	2	1	26	Anne Hobson
October	26		1	2			25	
November	25	1					26	
December	26						26	
January	26	1	1				28	
February	28					1	27	Anne Hobson
March	27		1				28	
April	28						28	
May	28				1	1	26	
June	26						26	
TOTALS		26	9	3	3	3		

Columns B and C on pages 6 and 10 relate to columns I and J on pages 7 and 11
Columns D and E on pages 6 and 10 relate to columns K and L on pages 7 and 11
Column F on pages 6 and 10 relates to column M on pages 7 and 11

DAILY ATTENDANCE FOR SEPTEMBER



Number	SEPTEMBER 1995 EXPLANATORY NOTES	2 Lates this month	2 Lates year to date	Number	3 Absent this month	4 Absent year to date
1				1		
2				2		
3				3	3	3
4	Broken leg – on "Home Instruction" Sept. 9/95 to Sept. 23/95			4		
5				5		
6	External Admission Sept. 5/95 from Ottawa	1	1	6		
7	External Transfer to a Durham Board of Education school, Sept. 26/95			7		
8	Serving in Ontario Legislature as a Legislative Page from Sept. 21/95			8		
9	Tonsillitis			9	8	8
10	Resident of unorganized territory of Lamport Twnshp. **see inst. 15**			10		
11				11	1 ½	1 ½
12	External Admission Sept. 5/95 from Hasting Cty Bd. of Ed., Belleville	1	1	12		
13				13		
14	C.A.S. classified as non-resident at option of the Board **see inst. 15**			14		
15				15		
16	Internal Transfer to Room 201, Sept. 18/95			16		
17	External Admission Sept. 5/95 from a Peel Board of Education school			17		
18				18		
19	Advised by another pupil Raj on trip out of the country; returned Sept.28th			19	9	9
20	Retired – Sept. 18/95 Family moved to Montreal Québec			20		
21	Internal Admission Sept. 5/95 in the afternoon			21		
22	External Transfer to Ont. Crippled Children's Centre Board of Education Sept.22/95			22		
23	Admitted Sept. 6/95 – was ill on opening day			23		
24	Internal Admission from Room 203, Sept. 11/95			24		
25	Admitted Sept. 18/95 – was in hospital			25		
26	Admitted Sept. 18/95 – working on farm			26		
27	Admitted Sept. 21/95 – Bowmanville School (Young Offenders Act, Child & Family Services Act)			27	**see inst. 15**	
28	Admitted Sept. 25/95 – Extended vacation			28		
29	External Admission, Sept. 27/95 from Halifax, Nova Scotia			29		
30	Admitted Sept. 28/95 Extended vacation			30		
31	Admitted in later month			31		
32	Admitted in later month			32		
33	Admitted in later month			33		
34	Admitted in later month			34		
35	Admitted in later month			35		
36				36		
37				37		
38	Thursday September 14 PA day used as a Social Contract day			38		
39				39		
40				40		
41				41		
42				42		
43				43		
44				44		
45				45		

Non-Resident	Date of Month NAMES OF PUPILS (surname preceding)	Grade

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or makes a false return
is guilty of an offence
and on conviction
is liable to a fine
of not more than
$200.00".

← Column A under gatefold

Non-Resident	Date of Month / NAMES OF PUPILS (surname preceding)	Grade	Number	B Admissions: Internal (Within School)	C Admissions: External (Outside School)	D Transfers Out of Class: Internal (Within School)	E Transfers Out of Class: External (Outside School)	F Retirements (Not Enrolled in Another Publicly-Supported School in Ontario)	Number
			1						1
			2						2
			3						3
			4						4
			5						5
			6						6
			7						7
			8						8
			9						9
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			45						45

ENROLMENT SUMMARY

G	H	I	J	K	L	M	N	O
Month	Enrolment last school day of previous month	**Admissions**		**Transfers** Out of Class		**Retirements** (Not enrolled in another publicly-supported school in Ontario)	Net enrolment last school day of current month	Signature of teacher
		Internal (within school)	External (outside school)	Internal (within school)	External (outside school)			
September	**NIL** Should not relate to June enrolment							
October								
November								
December								
January								
February								
March								
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May								
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TOTALS								

Columns B and C on pages 6 and 10 relate to columns I and J on pages 7 and 11
Columns D and E on pages 6 and 10 relate to columns K and L on pages 7 and 11
Column F on pages 6 and 10 relates to column M on pages 7 and 11

DAILY ATTENDANCE FOR SEPTEMBER

Number	1st Week					2nd Week					3rd Week					4th Week					5th Week				
					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
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Number	SEPTEMBER 1995 EXPLANATORY NOTES	Lates this month	Lates year to date	Number	Absent this month	Absent year to date
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DAILY ATTENDANCE FOR OCTOBER

Number	1st Week					2nd Week					3rd Week					4th Week					5th Week			
	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31		
	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday
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THANKSGIVING DAY

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Number	OCTOBER 1995 EXPLANATORY NOTES	Lates this month	Lates year to date	Absent this month	Absent year to date
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DAILY ATTENDANCE FOR NOVEMBER

Number	1st Week					2nd Week					3rd Week					4th Week					5th Week			
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	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday
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Number	NOVEMBER 1995 EXPLANATORY NOTES	Lates this month	Lates year to date	Absent this month	Absent year to date
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DAILY ATTENDANCE FOR DECEMBER

Number	1st Week					2nd Week					3rd Week					4th Week					5th Week				
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CHRISTMAS HOLIDAYS

Number	1 DECEMBER 1995 EXPLANATORY NOTES	2 Lates this month	2 Lates year to date	Number	3 Absent this month	4 Absent year to date
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3				3		
4				4		
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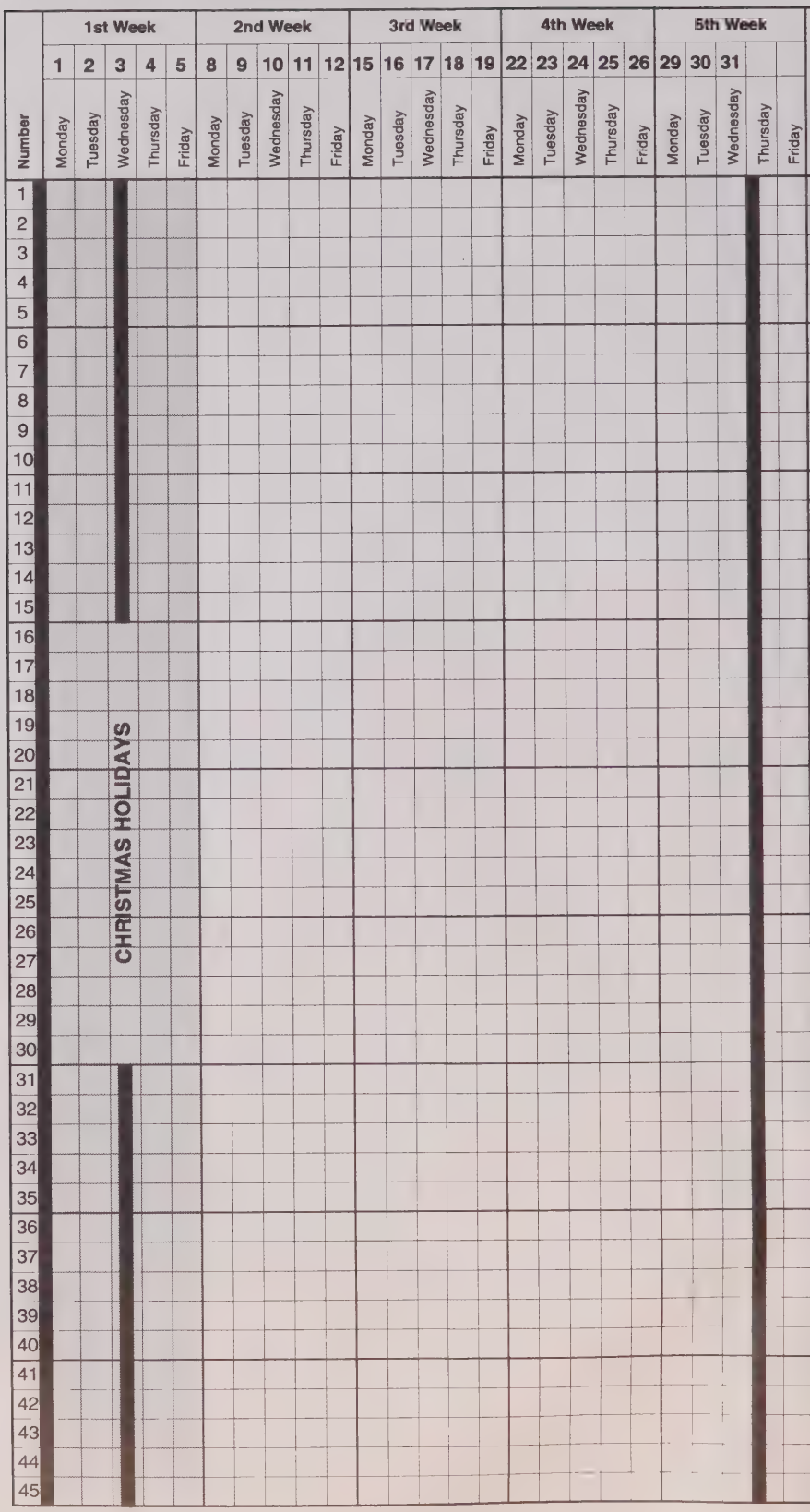
DAILY ATTENDANCE FOR JANUARY


1st Week
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Monday Tuesday Wednesday Thursday Friday
CHRISTMAS HOLIDAYS

Number	JANUARY 1996 EXPLANATORY NOTES	Lates this month	Lates year to date	Number	Absent this month	Absent year to date
	1	2			3	4
1				1		
2				2		
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DAILY ATTENDANCE FOR FEBRUARY

Number	1st Week					2nd Week					3rd Week					4th Week					5th Week				
				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	
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Number	1 FEBRUARY 1996 EXPLANATORY NOTES	2 Lates this month	2 Lates year to date	Number	3 Absent this month	4 Absent year to date
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6				6		
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44				44		
45				45		

DAILY ATTENDANCE FOR MARCH

Number	1st Week					2nd Week					3rd Week					4th Week					5th Week				
					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
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WINTER HOLIDAYS

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Number	**MARCH 1996** **EXPLANATORY NOTES**	Lates this month	Lates year to date	Number	Absent this month	Absent year to date
1				1		
2				2		
3				3		
4				4		
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8				8		
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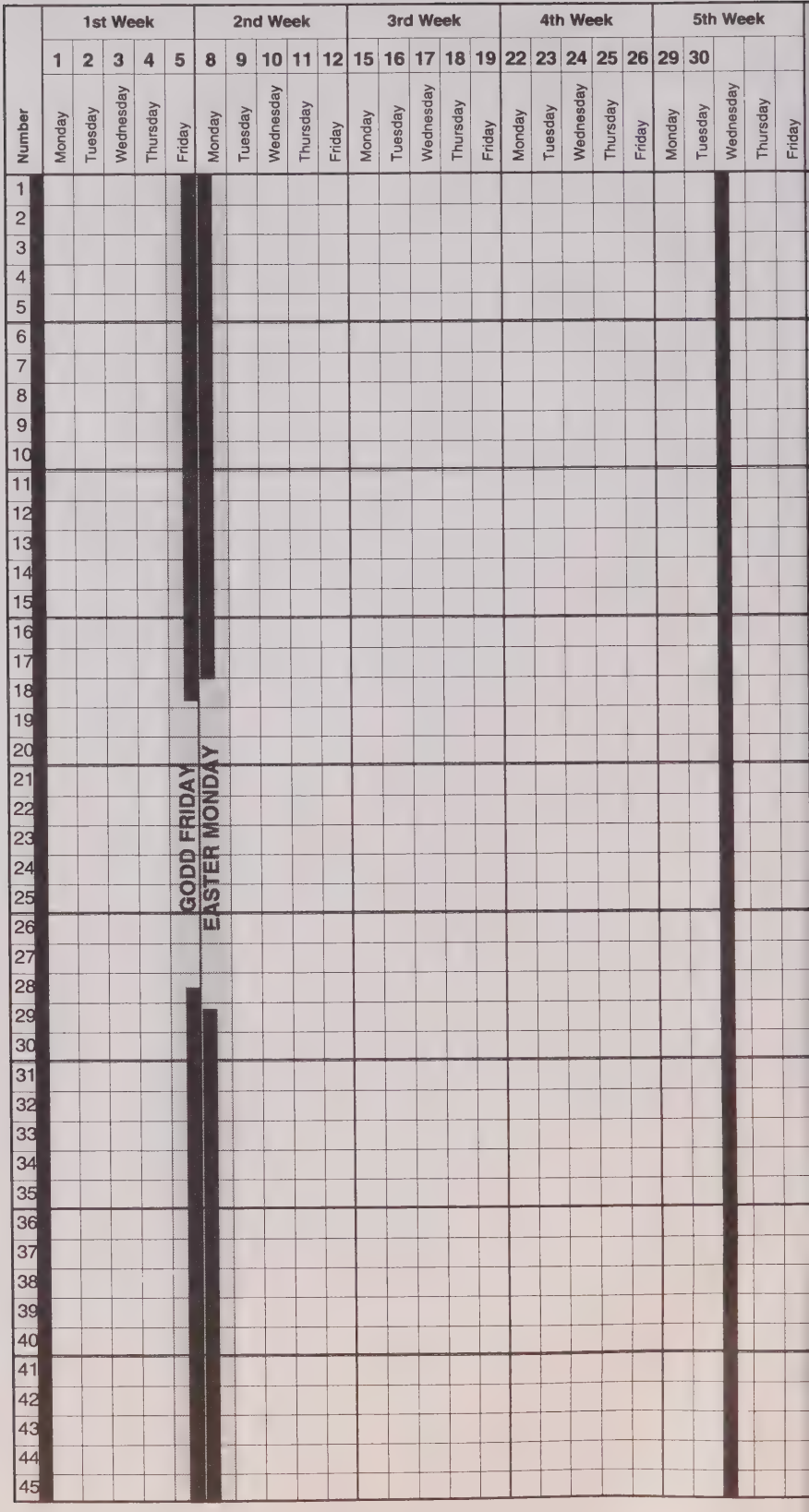
DAILY ATTENDANCE FOR APRIL


1st Week
2nd Week
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5th Week
1 2 3 4 5 8 9 10 11 12 15 16 17 18 19 22 23 24 25 26 29 30
Number
Monday Tuesday Wednesday Thursday Friday
GODD FRIDAY
EASTER MONDAY

1		2		3		4
Number	APRIL 1996 EXPLANATORY NOTES	Lates this month	Lates year to date	Number	Absent this month	Absent year to date
1				1		
2				2		
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39				39		
40				40		
41				41		
42				42		
43				43		
44				44		
45				45		

DAILY ATTENDANCE FOR MAY

Number	1st Week					2nd Week					3rd Week					4th Week					5th Week				
			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
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QUEEN'S BIRTHDAY

VICTORIA DAY

1	2		3		4
MAY 1996 **EXPLANATORY NOTES**	Lates this month	Lates year to date	Number	Absent this month	Absent year to date
			1		
			2		
			3		
			4		
			5		
			6		
			7		
			8		
			9		
			10		
			11		
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DAILY ATTENDANCE FOR JUNE

Number	1st Week					2nd Week					3rd Week					4th Week					5th Week				
	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday	Monday	Tuesday	Wednesday	Thursday	Friday
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	1	2			3	4
	JUNE 1996 **EXPLANATORY NOTES**	Lates this month	Lates year to date	Number	Absent this month	Absent year to date
1				1		
2				2		
3				3		
4				4		
5				5		
6				6		
7				7		
8				8		
9				9		
10				10		
11				11		
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35				35		
36				36		
37				37		
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41				41		
42				42		
43				43		
44				44		
45				45		

FOR USE AS DIRECTED BY THE BOARD

Name of Pupil	

Green - School days to date

H - Holidays

MONTH	Number Legal School Days	1st Week					2nd Week					3rd Week					4th Week					5th Week				
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
September 1995	20					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
						1	H	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
October	21	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31			
		21	22	23	24	25	H	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41			
November	22			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	
				42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	
December	16					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
						64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	H	H	H	H	H
January 1996	18	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31		
		H	H	H	H	H	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97		
February	21				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	
					98	99	100	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	
March	16					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
						119	120	121	122	123	124	H	H	H	H	H	125	126	127	128	129	130	131	132	133	134
April	20	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30			
		135	136	137	138	H	H	139	140	141	142	143	144	145	146	147	148	149	150	151	152	153	154			
May	22			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
				155	156	157	158	159	160	161	162	163	164	165	166	167	H	168	169	170	171	172	173	174	175	176
June	20	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28					
		177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196					
TOTAL	**196**																									

TOTAL NUMBER OF SCHOOL DAYS FOR THE SCHOOL YEAR 1995 - 96 **196**

MINIMUM NUMBER OF SCHOOL DAYS FOR THE SCHOOL YEAR 1995 - 96 **194**

ENVIRONMENTAL CHOICE · CHOIX ENVIRONNEMENTAL

Over 50% recycled paper including 10% post-consumer fibre
Plus de 50% de papier recyclé dont 10 % de fibres post-consommation

M - Official mark of Environment Canada
M - Marque officielle d'Environnement Canada

21-0922E (95-96)